

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	6/1/02	4/09	4	4.3
CHAPTER Chapter 4 The Reimbursement System		SUBJECT Claims Processing			

Claims for reimbursement are processed based on the following schedule:

1 st Deadline*	1 st Check Issue Date, Projected	2 nd Deadline*	2 nd Check Issue Date, Projected
10 th of the month	28 th of the month	25 th of the month	13 th of the month

** If the deadline falls on a weekend, the due date will be the Friday before.*

Please be advised that the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) **cannot** guarantee an exact direct deposit date.

Monthly claims are entered into the CACFP web-based system. Any errors on the claim will cause the claim to be rejected by the system. The web-based system will notify the institution of the type of error and what needs to be done to correct the information. The error must be corrected before the system will accept the claim. Correction of errors may delay payment until the next processing cycle; therefore, accuracy in completion of the claim is vital for timely payment. All returned or revised claims must be received in the MDHSS-BCFNA office within 90 calendar days from the last day of the claim month. All claims should be submitted via the Internet by accessing the CACFP website at: <https://dhssweb04.dhss.mo.gov/cnp>, unless alternate arrangements have been made.

Once the claim is processed by MDHSS-BCFNA, information is sent to the Missouri Office of Administration for payment.

Listed below are error messages common to the online claim process:

- The claim month is not completed or completed incorrectly.
- The meal count data is not completed or is completed incorrectly. The meal count must be a cumulative total of children recorded by meal and compared to the resident roster for every day of the claim month.
- The shelter claims meals in excess of the number of children on the resident roster.
- The shelter claims unauthorized meals. A shelter can claim only those meals for which it is approved. If a shelter adds a meal to its service, it must notify MDHSS-BCFNA immediately and submit a two week menu pending MDHSS-BCFNA approval before the additional meal can be claimed.